

2022

## OUTSIDE CONTRACTORS RENEWAL APPLICATION

2022

## City of Salem, Virginia

Commissioner of the Revenue

114 N Broad Street • P O Box 869 • Salem, VA 24153

Phone: (540) 375-3019 Fax: (540) 375-3048

skuzmich@salemva.gov

PLEASE PROVIDE AND VERIFY

TRADE NAME:

RBS ACCOUNT #:

NAME AND ADDRESS:

STATE CONTRACTORS #:

EMAIL ADDRESS:

LOCAL CONTACT PHONE:

FAX NUMBER:

CORP REG AGENT:

CORP PHONE:



CHECK HERE IF YOU ARE A COMPANY THAT DOES NOT INTEND TO PERFORM WORK IN OUR LOCALITY IN THE NEAR FUTURE AND WOULD LIKE FOR YOUR CITY OF SALEM ACCOUNT TO BE CLOSED

**MANDATORY - 2021 - LICENSE TAX ADJUSTMENT - SECTION MUST BE COMPLETED**

2021 GROSS RECEIPT AMOUNT GENERATED IN SALEM, VIRGINIA  (Enter 0 if no work done in 2021)	TAX RATE	2021 SALEM BUSINESS LICENSE TAX DUE  A	2021 TAX PAID TO SALEM ** DO NOT INCLUDE PERMIT FEES OR AMOUNTS PAID IN 2021 FOR WORK DONE IN 2020 **  B	TOTAL TAX REMAINING DUE FOR 2021  A Minus B
\$ _____.	X .0016 =	\$ _____.	-	= \$ _____.
* MINIMUM \$30.00				

**OPTIONAL - 2022 - LICENSE TAX CALCULATION - MUST COMPLETE IF 2022 LICENSE IS TO BE ISSUED**

2022 ESTIMATED GROSS RECEIPTS TO BE GENERATED IN SALEM, VIRGINIA  Complete only if you wish to renew in 2022	FLAT FEE/TAX RATE  IF ESTIMATE IS LESS THAN \$50,000 ENTER \$50. IF ESTIMATE IS \$50,000 OR MORE MULTIPLY ESTIMATE BY TAX RATE	2022 SALEM BUSINESS LICENSE TAX DUE	2021 TAX REMAINING DUE FROM CHART ABOVE	TOTAL TAX DUE WITH THIS RETURN
\$ _____.	\$50 or X .0016 =	\$ _____.	+ \$ _____.	= \$ _____.
* MINIMUM \$50				



CHECK HERE IF YOU ARE BASED IN A LICENSING VA LOCALITY, HAVE ESTIMATED LESS THAN \$25000 FOR 2022, AND WOULD LIKE TO RECEIVE A 2022 SALEM LICENSE (BASE LICENSE LOCALITY AND LICENSE NUMBER MUST BE PROVIDED BELOW)

STATE/VA LOCALITY IN WHICH BUSINESS IS PHYSICALLY LOCATED: \_\_\_\_\_

2022 BUSINESS LICENSE # ISSUED BY THIS LOCALITY: \_\_\_\_\_

(ENTER N/A IF NO LICENSE WAS ISSUED; DO NOT INCLUDE DPOR # OR LICENSE # FOR LOCALITIES IN WHICH YOU ARE AN OUT OF AREA CONTRACTOR)

ATTEST: I, the undersigned applicant, do swear or affirm that the foregoing figures and statements are true, full, and correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF PREPARER: \_\_\_\_\_ PHONE OR EMAIL: \_\_\_\_\_

**PENALTY**

10% AFTER MARCH 1

**INTEREST**

.83% PER MONTH

**AMOUNT DUE****RETURN WITH PAYMENT BY MARCH 1**

RECD

PROCESSED

PAYMENT

OTHER

PERMIT TOTAL

PLEASE SEE BACK OF FORM FOR IMPORTANT INFORMATION AND INSTRUCTIONS

## **INSTRUCTIONS**

- Type or print only. Please make sure all numbers are legible.
- Provide complete information. Please review the preprinted information at the top and ensure all numbers, emails, business names, etc. are accurate. Also if your Federal ID has changed please note change anywhere on the front of the form.
- Sign at the bottom of the form.
- Return form with a check payable to "City of Salem" by March 1st to avoid penalties and a lapse in licensure. Minimum license fee is \$50.00
- A 2022 license will be returned to you which will be needed to pull permits in our building and engineering department. If no payment is made for 2022 a license will not be issued.
- For additional forms visit our website at [www.salemva.gov/departments/commissioner](http://www.salemva.gov/departments/commissioner)

## **IMPORTANT INFORMATION-PLEASE READ**

- A 2022 license must be issued PRIOR to any permits being pulled in Salem during the 2022 year. Permits will not be issued without a current business license.
- A 10% penalty will be added if payment is not postmarked by March 1st. Interest will also accrue at a rate of 10% per annum.
- All subcontractors must obtain their own licensure when performing work in the City of Salem. If you are a general contractor please make sure all entities operating in the City have complied with the business license regulations.
- Contractors based in a licensing jurisdiction in Virginia are not required to obtain a license in Salem until completing \$25,000 worth of work for the year. A license number must still be assigned in the City of Salem for permits to be issued, although no payment will be required.